

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: September 20, 2006

Division: County Administration

Bulk Item: Yes X No

Department: County Administration

Staff Contact Person: Debbie Frederick

AGENDA ITEM WORDING:

Confirmation of the County Administrator's appointment of Debbie Barsell to the position of Community Services Division Director.

ITEM BACKGROUND:

Florida Statute 125.74(1)(k) requires the Board of County Commissioners' confirmation of department head appointments made by the County Administrator.

PREVIOUS RELEVANT BOCC ACTION:

N/A

CONTRACT/AGREEMENT CHANGES:

N/A

STAFF RECOMMENDATIONS:

Approval.

TOTAL COST: \$99,069.60

BUDGETED: Yes X No

COST TO COUNTY: \$99,069.60

SOURCE OF FUNDS: Ad Valorem

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DOCUMENTATION: Included X Not Required

DISPOSITION:

AGENDA ITEM #

M E M O R A N D U M
Office of the County Administrator

TO: BOCC

FROM: Debbie Frederick
Deputy County Administrator

DATE: August 28, 2006

SUBJECT: Agenda Item Information

Ms. Barsell was hired as the Project Manager to the County Administrator on January 11, 2006. With the retirement of Ms. Sheila Barker in June of 2006 left open the position of Community Services Division Director. On June 23, 2006, the County Administrator announced that Ms. Barsell would be assuming the duties of Acting Division Director of Community Services. Since then, her duties have included those of the Acting Director position and the Project Manager position. During this period of time, Ms. Barsell has familiarized herself with all of the departments under this Division and is reviewing and updating the Department of Social Services operating procedures. She has also made many improvements to Bayshore Manor.

It would be in the County's best interest to appoint Debbie Barsell to the position of Community Services Division Director. Her salary would be less than the previous employee's salary that held this position. The County Administrator is requesting the confirmation of his appointment.

DEB BARSELL

29418 Flying Cloud Avenue * Big Pine Key, FL 33043
(c) 305.481.1995
barseld@bellsouth.net

EDUCATION

University of Maryland at Baltimore, M.S.W., Administration
University of Alabama, B.S., Psychology

PROFESSIONAL CERTIFICATION AND AWARDS

Certified Addiction Professional (CAP) - #1685 - FL
Master Addiction Counselor (MAC) - #500695 - national certification - NAADAC
Internationally Certified Alcohol and Drug Counselor (ICADC) - #4368 - ICRC/AODA
Certificate in Aging - Center on Aging - University of Maryland
Unsung Hero, 2005, Southernmost Homeless Assistance League
Employer of the Year, 2001, Marathon (FL) Chapter, Business and Professional Women
Professional of the Year 1987, Region 9, Florida Alcohol and Drug Abuse Association, Inc.

EXPERIENCE

WestCare Foundation, Inc. (salary \$85,000/yr) November 2004
National Director of Development, National Division of Research, to Present
Evaluation, and Development, Miami, FL

As National Director of Development, directs the development activities of a nonprofit organization that provides administrative services for affiliate organizations in six states (AZ, CA, NV, FL, GA, KY) and the US Virgin Islands. Proposal development focuses on governmental and foundation resources. Supervises a group of staff and contract writers. Works closely with the research and evaluation team to ensure that projects utilize evidence-based models and include process and outcome measures.

Guidance Clinic of the Middle Keys, Inc. (salary \$92,000/yr) June 1997
Executive Vice President ← Associate Director ← Director of to January 2005
Operations ← Program Development Specialist, Marathon, FL

As Executive Vice President, directed all planning and program activities for a community mental health center that offered a full continuum of behavioral healthcare services (prevention-residential care), employed over 100 staff, and controlled over 6 million dollars. Oversaw quality improvement activities as well as accreditation and other compliance programs - (agency achieved first-time national CARF accreditation for 3 years in 2004). Developed and implemented the strategic plan with the President/CEO and Board of Directors. Negotiated, committed, and authorized the resources of the agency. Developed new programs and wrote proposals to maintain and expand agency capabilities.

Key West Housing Authority (salary \$45,000/yr) January 1997
Safeport Director, Key West, FL to May 1997

Florida Keys Children's Shelter, Inc. (salary \$36,000/yr) April 1996
Program Administrator, Key West, FL to January 1997

Technical Resources International, Inc. (salary \$72,000/yr) November 1990
Deputy Director, Biomedical/Health Services Division, Rockville, MD to March 1996

Associated Catholic Charities, Inc.
Manager of Emmanuel Homes (20+ hours/week), Baltimore, MD March 1990
Chesapeake Family Center to November 1990

Therapist (12+ hours/week), Clinton, MD

Recovery Centers of America, Inc.

New Beginnings Chemical Dependency Programs

Director of Treatment, Meadows, Gambrills, MD ←

Program Director, Harton Regional Medical Center, Tullahoma, TN ←

Treatment Coordinator, Indian River Memorial Hospital, Vero Beach, FL

May 1986
to January 1990

Other Employment

1972-1986

Delphos Alcohol and Drug Treatment Center, Florida Keys Memorial Hospital, Family Therapist, Key West, FL

Monroe County, Nutrition Program for Senior Citizens, Director, Key West, FL

LTL Industries, Director of Community Relations, Fort Lauderdale, FL

Miami-Dade Community College, Director, Gerontological Training for Trainers Project, Miami, FL

Area Agency on Aging for Dade and Monroe Counties, Community Program & Planning Coordinator, Miami, FL

Prince George's County Area Agency on Aging, Department of Aging, Planner, Capitol Heights, MD

Fairfax County Department of Social Services, Social Worker, Fairfax, VA

City of Petersburg Department of Welfare, Social Worker, Petersburg, VA

SELECTED COMMUNITY/PROFESSIONAL ACTIVITIES

- Proposal Writer, FY 2005 and FY 2006 Challenge Grant, Office on Homelessness, DCF. Application for Southernmost Homeless Assistance League, Inc. (SHAL).
- Member, Board of Directors, SHAL. 1996-2004. First chair person; vice chair, 2003; and secretary, 2002.
- Member, Class X, Leadership Monroe County.
- Proposal Writer, Center for Substance Abuse Treatment (CSAT), Homeless Addiction Treatment. Successful 2001 application for long-term substance abuse treatment in Key West in partnership with Key West Housing Authority bringing 1.7 million dollars into the community.
- Proposal Writer, HUD Continuum of Care Homeless Assistance, 1997, 1999, and 2000 Competitions (SHP). Three successful applications bringing over 1.4 million dollars into the community. Assisted with coordinating the successful 1998 competition worth almost .3 million dollars to the community.
- Author, *Mental Health Issues*, *YOUR HEALTH MATTERS*, a cyber-magazine of the Rural Health Network of Monroe County, FL, Inc. 1997-98.
- Member, Family Services Planning Team, Monroe County, FL. 1996-97.
- Contributing author, CSAT technical assistance (TA) manual, *Practical Approaches in the Treatment of Women Who Abuse Alcohol and Other Drugs*, providing an initial chapter concerning substance-abusing elderly women. 1995.
- Contributing author, TA document for CSAT, *Funding Guide for Substance Abuse Programs*. 1992.
- Primary author, TA document for CSAT, *General Guidelines for Preparing a Grant Application*. 1991.
- Author, *Relapse Prevention and the Chemically Dependent Elder*, *THE COUNSELOR*. Sept/Oct 1991.
- Presenter, NAADAC '91 Conference on Alcoholism and Drug Abuse. *Counseling Strategies and Continuing Care Options for the Chemically Dependent Elder*. San Antonio, TX. June 1991.
- Primary author, CSAT document, *Report to Congress on the Waiting List/Period Reduction Grant Program*, in compliance with CSAT specifications, including the preparation of grantee program summaries. 1991.
- Presenter, National Cocaine, Alcohol, and Prescription Drug Conference. *Counseling Strategies with the Older Adult*. San Francisco, CA. 1988.
- Instructor, Indian River Community College, FL. *Introduction to Drugs of Abuse* (3-credit course). 1988.
- Instructor/Trainer, Florida Keys Community College/Monroe County Interagency Council. *Grant Writing, Budgeting, and Resource Development. Physiological Aspects of Aging*. 1984-85.
- President, Board of Directors, Key West Helpline, Inc. 1983-85.

PROFESSIONAL AFFILIATIONS: National Association of Social Workers
National Association of Alcohol & Drug Abuse Counselors
Florida Alcohol & Drug Abuse Association

COMPUTER SKILLS: Proficient user of Microsoft Word; comfortable in Windows environment; experienced Internet user.